

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 3.5	PAGE NUMBER 1 of 1
	RELATED ACA STANDARDS: 14; 20; 22; 80; 99	
CHAPTER: 3 Programs and Services	SUBJECT: Contractual Programs and Services	
APPROVED BY THE COMMISSIONER:		
EFFECTIVE DATE:		
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 11 Del. C. 6551, 29 Del. C. 8903

II. PURPOSE: To enable the Department to enter into contractual agreements with public or private agencies for programs, services, or products.

III. APPLICABILITY: All Department employees, individuals or organizations conducting business with the Department.

IV. DEFINITIONS:

A. Contractual Agreement - Legal document specifying programs, services, or products to be provided.

B Letter of Agreement - Written statements specifying program services or products to be provided signed by both the provider and the Department of Correction.

V: POLICY: The Department of Correction may contract with public or private agencies to provide employment, education, medical and rehabilitative services for the benefit of offenders or other services necessary for the operation of the Department. All contracts or letters of agreement entered into by the Department must be approved by the Commissioner, prior to affecting such agreement. All contracts must adhere to all applicable procurement laws.

Unless otherwise stated in the contract, the Commissioner or designee shall facilitate communication with contracting agency on a semi annual basis.